B&SC Office 365 Email

Microsoft Office 365

In its continuous efforts to provide the highest quality student experience, Bryant & Stratton College is giving students access to a new tool for accessing email.

Each student has been given an email account through Microsoft Office 365. This cloud-based email system offers our students some distinct, and impressive advantages. First, you will be able to access your email through Blackboard Learn or virtually. In addition to the email service, your student account grants you access to the following Microsoft Office products for as long as you have an active email account with Bryant & Stratton College:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft OneNote
Accessing Your Email

There are several ways through which you can access your email.

Accessing Email via Blackboard Learn Login:

1. Log into your myBSC account by visiting https://mybsc.bryantstratton.edu and clicking on the orange Login button.

   Or, you may visit the site directly by clicking here.

2. Once you've logged into myBSC with your username and password, locate the Email tab in the upper right-hand corner of the screen and click on the tab.

3. Once you click on the email tab, you will be directed to the following page. Click the hyperlinked text to be redirected to your new email.
4. You will be taken to the login page for Microsoft Office 365.

When you sign into the service, you will need to enter your Bryant & Stratton College email address and password. Click Sign In.
5. You will have several options on the next screen. Be sure you read the information carefully and follow the instructions on the screen.

As part of your email package, you now have access to Microsoft Word, Excel, PowerPoint, Outlook, and OneNote. These are the programs Bryant & Stratton College students use most frequently in their courses, so this is an opportunity for students to use these tools in a cloud-based environment.

You may download each product on a desktop computer or laptop up to five times.

*It should be noted students in certain programs may need to purchase additional Microsoft products based on program requirements (for example, students in the VOIM program will need to purchase Microsoft Access separately. If you have any questions about which programs may require additional software, please contact your Academic Advisor).*
6. When you are ready to read your email, simply click on the Mail icon in the Office Online tool kit and you will be taken to your cloud-based email.

Adding Office 365 to IOS Devices (Native Client)

Note: If you had your email account installed on your mobile device prior to the switch to Office365, you must delete the old account before following the instructions below.

To access your Microsoft Office 365 email using the built-in email feature in your IOS device, please follow these steps:

1. Tap Settings → Mail, Contacts, Calendars → Accounts → Add Account → Email


3. Enter your full email address. For example: jlofaso@bryantstratton.edu
4. Enter your email password
5. Tap Next.

6. Enter the following information:
   a. Server: outlook.office365.com
   b. Username: your email address

7. Select Next to advance to the next screen. On this screen you will see a list of options you can enable on your device. By default, all options are enabled, but you can choose which options you would like to use on your device.

8. Select the options you would like to enable and tap Save.
Adding Office 365 to IOS Devices (Using Outlook)

Note: Outlook for IOS requires IOS 8.0 or higher.

To Install Office 365 on your IOS device, please follow these steps:

1. Download the Outlook for IOS app (it is available in the Apple Store) if you don't already have it.
2. Once you have installed the app, open the app then tap Settings \(\rightarrow\) Add Account.
3. Tap Office 365.

4. Enter your full email address (for example: jsmith@bryantstratton.edu)
5. Enter your password.
6. Tap Sign in.

   Note: If you previously used Exchange to set up your account, you may receive a message about security upgrades. Follow the prompts and sign in again.

7. Select Yes to let the app access your info to begin syncing your information.
8. Once the app is open, tap one of the available icons to view your calendar, files, or contacts.
Adding Office 365 to Android Devices (Native Client)

To access your email using the built-in email feature available on your Android device, please follow these steps:

1. Tap Settings → Accounts → Add account → Email.

   Note: This application may be named “Mail” on some versions of Android.

2. Enter your full email address. For example: jsmith@bryantstratton.edu

3. Enter your password.

4. Tap Next.

5. Select the Exchange option.

6. You may receive a message about additional security features. If a message appears, tap OK.

7. The system will need to verify your server settings. Once this is complete, the Account Options page will open.

8. You may select the defaulted options or make modifications as you choose. Once you have made your choices, tap Next.

9. On the Set Up Email page you may change the name of your mail account. When you are finished, tap Done.
Adding Office365 to Android Devices (Using Outlook)

Note: Outlook for Android requires a device running Android 4.0 or later.

To install Office 365 on your Android device, please follow these steps:

1. Download the Outlook for Android app (it is available from Google Play) if you don’t already have it.
2. Once you have the app installed on your device, tap the Navigation control located at the bottom of your device, or tap More → Settings → Add Account.
3. Tap Office 365.

4. Enter your full email address. For example, enter jsmith@bryantstratton.edu.
5. Enter your password and tap Sign In.

   Note: If you previously used Exchange for your email, you may receive a message about security upgrades. Follow the prompts and sign in with your full email address and password.

6. To view your calendar, files, or contact within the app, tap More.
7. To learn more about using Outlook for Android, tap the navigation control, or tap Menu → Help.